

T/III/M-2
21 January 1965

UNITED STATES INTELLIGENCE BOARD
COMMITTEE ON DOCUMENTATION

TASK TEAM III - FOREIGN PUBLICATIONS

Minutes of the Second Meeting, 15 January 1965

Members or Their Representatives Present

25X1 CIA -
DIA -
STATE -
NSA -
ARMY -
CSS -

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Others Present

25X1

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25X1 1. [] reviewed events at the CODIB meeting on 17 December 1964 which led to the approval of Team III Terms of Reference. He noted that CODIB had expressed concern with the parameter statement, i.e., ... "The team will consider foreign publications to include all documents...". This was changed to read: "...cover the open literature..." to reflect properly the planned scope of the task team effort. CODIB also expressed concern with the amount of time that would be required to accomplish the task, particularly that which might be devoted to procurement. [] stated that it was our intent not to go into detail as to how procurement is accomplished. Rather, we will examine the present system of procurement; determine other ways which items might be procured and determine the advantages inherent in each. CODIB also recommended a sharp look at commercial procurement as an advantageous method.

25X1 2. [] then discussed the series of questions he had developed and levied on concerned CIA elements. [] had also distributed these questions to team members for possible use in querying their components. [] noted that the list of questions was comprehensive, covering the entire terms of reference. This was done in order to avoid

Group 1
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having to query the same people several times during our deliberations.

25X1 [] presented a summary of the results of the query in CIA. [] also presented a summary of findings in DIA based on this list or questions. Discussion of these findings plus related comments by the NSA, Army, and State team members followed.

3. Copies of the CIA and DIA findings were distributed. Team members were requested to comment on them as a basis for an agreed paper on the need for foreign publications in the Intelligence Community. These will be collated and incorporated in a first draft basic working paper which will then be resubmitted to members and discussed at a subsequent meeting.

25X1 [] indicated that in specific areas of requirements he would look to activities most directly concerned, e.g., in the military area to DIA and the services; in sociological areas to State, etc. The need for a geographic breakdown as well as a functional one was noted.

25X1 4. [] suggested type of publication as a necessary breakdown in dealing with requirements for foreign publications. Newspapers, books, and monographs were cited as examples. [] mentioned specialized items such as railway timetables. Items such as this are not procured through regular channels. Mr. Bauer stated that it was essential to break-out serials and non-serial items. He defined non-serials as monographs, pamphlets, other one-time issuances. He included encyclopedias as non-serials, but noted that there were different problems involved in procuring, processing and exploiting them. Serials were defined as newspapers, periodicals, etc. The use of foreign publications as an R&D input and the breakdown between ephemeral and longer range use were restated by [] as two important points to consider.

25X1 5. [] then discussed the briefing by the Acquisitions Branch, OCR/LY which will occur on 28 January 1965. They have been asked to provide a breakdown by monographs and serials. The need for an item definition was noted. Acquisitions Branch had been asked to deal in the number of titles as well as the number of issuances thereof. As an example, it was noted that Acquisitions Branch dealt with 6,600 titles of periodicals involving 930,000 issues per year and 18,000 titles of monographs involving 56,000 issues per year. An outline of the briefing by Acquisitions Branch is attached. Members' suggestions for additions are welcome. After this briefing we may wish to critique it to make sure we are requesting coverage of all pertinent points. This outline may then be suitable for use by other activities scheduled to provide similar briefings as follows:

DIA Acquisitions during week 8-12 February
Army Library during week 23-26 February
Library of Congress including ATD during week 8-12 March

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25X1

25X1

[REDACTED]

6. Mr. Bauer suggested that the briefings be recorded in order to aid the team in its subsequent deliberations. The secretary was requested to acquire a tape recorder with a conference microphone for this purpose. [REDACTED] stated that he had asked Acquisitions Branch to provide an agenda and a complete copy of the briefing presented to aid the team.

25X1

25X1

7. [REDACTED] raised the question as to how to proceed with defining the transliteration problem which is assigned to the task team by CODIB. It was proposed that working group be established to address this problem. As a first step, [REDACTED] will undertake to write a draft terms of reference for the working group. This will be available for review by the team at the second meeting to be held in March. Thereafter, it will be necessary to identify qualified members from various agencies and to appoint a chairman of this group.

25X1

8. The next meeting of the team will be held at 1000 on 28 January 1965 at CIA Headquarters. Have main CIA receptionist call CODIB Support Staff on [REDACTED] for necessary escort to 1E78.

25X1

[REDACTED]

Secretary

Attachment: A/S

C-O-N-F-I-D-E-N-T-I-A-L

C-O-N-F-I-D-E-N-T-I-A-L

Attachment

OUTLINE FOR ACQUISITIONS BRANCH BRIEFING

Acquisitions Branch has been asked to speak to the following points:

1. Methods (various channels and the percent of volume per channel)
 - a. Commercial
 - b. Academic
 - c. Governmental
 - d. Clandestine
 - e. Contractual
2. Time lag (in channels; average experienced)
3. Ancillary Costs (by channels, over and above primary cost of publication. Include other factors affecting primary cost, if any.)
4. Processing costs in Headquarters.
5. Selection (Target of opportunity purchasing. Need for collector to take advantage of opportunity to pick up an item of interest. Costs, volume, etc.)

Group 1

Excluded from automatic